

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Vendor Development Executive Level 5

SECTOR: AUTOMOTIVE

SUB-SECTOR: SUPPLY CHAIN MANAGEMENT

OCCUPATION: VENDOR DEVELOPMENT

JOB ROLE : VENDOR DEVELOPMENT EXECUTIVE

REFERENCE ID: ASC/Q6201

ALIGNED TO : NCO-2004/Nil

Brief Job Description: Individuals at this job need to identify new vendors and evaluate their technical, commercial and capacity capabilities. The individual also needs to work with selected vendors for development of parts constantly improving quality, cost and delivery performance.

Personal Attributes: This job requires the individual to be able to coordinate internally and externally within the organization. The individual should be result oriented, and possess strong financial and operations management skills. The individual should also be able to demonstrate skills for problem solving, time management, inspection, relationship building and leadership.

Job Details	Qualifications Pack Code	ASC/Q 6201		
	Job Role	Vendor Development Executive		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.1
	Sector	Automotive	Drafted on	13/08/13
	Sub-sector	Supply Chain Management	Last reviewed on	27/08/13
	Occupation	Vendor Development	Next review date	30/07/15

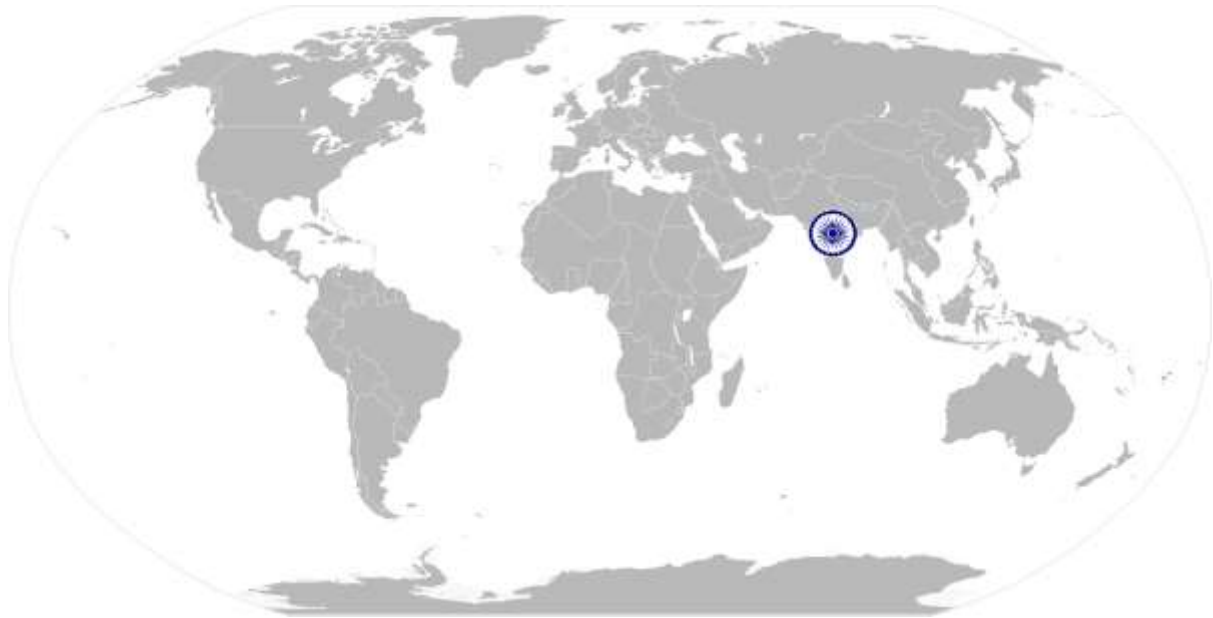
Job Role	Vendor development executive
Role Description	development of existing/new parts/tools/fixtures etc. in coordination with vendors
NVEQF/NVQF level	5
Minimum Educational Qualifications*	B. Tech/Diploma in Mechanical/Electrical/Electronics Engineering (depending on type of parts)
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> Compulsory: Purchasing concepts like Price determination , Price-cost analysis etc. , Key Technical Processes for items in the organization, & APQP , PPAP, Multi- activity Project management, Inventory Management Systems like FIFO,LIFO . Voluntary: Information flow systems/ ERP like SAP , depending on applicability in organization, EXIM Procedures
Experience	<ul style="list-style-type: none"> ASDC Level 4 for corresponding manufacturing occupation or minimum 6-8 years in Purchase/ Sourcing/Manufacturing department
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <p>ASC/N6201. Monitor the development of new parts and vendors</p> <p>ASC/N6202. Evaluate and qualify existing and new vendors</p> <p>ASC/N0002. Work effectively in team</p> <p>ASC/N0006. Maintain a safe, clean and secure working environment</p> <p>ASC/N0022 Ensure implementation of 5S activities at the shop floor & the office area</p> <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack
BO	Bought Out (Parts)
BOM	Bills of Material
SCM	Supply Chain Management
SAP	System Application and Products
CRM	Customer Relationship Management
SRM	Supplier Relationship Management
MRP	Material Requirement Planning
PPC	Production Planning and Control
SS	Strategic Sourcing
RFQ	Request for Quotation
HSE	Health , Safety and Environment
ECN/PCN	Engineering Change Note/ Process Change Note
PPAP	Production Part Approval Process
PO	Purchase Order
HIRA	Hazard Identification and Risk Assessment
TS	TS 16949 Quality Management system
APQP/PPAP	Advanced Product Quality Planning; Production Part Approval Process
MSA	Measurement System Analysis
SPC	Statistical Process Control
NPD	New Product Development

ASC/N6201. Monitor the development of new parts and vendors

National Occupational Standards



Overview

This unit is about managing the development of new parts, sub-assemblies and tools through existing /new vendors for optimizing the quality, cost and delivery targets for the manufacturing processes of the organization

ASC/N6201. Monitor the development of new parts and vendors

National Occupational Standard

Unit Code	ASC/N6201
Unit Title (Task)	Monitor the development of new parts and vendors
Description	This OS unit is about the vendor development manager monitoring the development of new parts , sub-assemblies and tools through existing/new vendors for improving the quality , cost and delivery performance for various manufacturing processes of the organization.
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> • new parts development • tool/fixture/gauges development • contract negotiation with new vendor
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
New parts development	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC1. study with team the new drawings released thoroughly and if required, coordinate with R&D team for analyzing the technical and functional characteristics of the new part/sub-assembly designed and also its role in the final product</p> <p>PC2. co-ordinate the process of preparation of RFQ based on the analysis , getting the Budgetary quotes, vendor audits ,selection and approval of senior management as per the SOP in the organization.</p> <p>PC3. formulate the audit checklists , approval justification based on the essential technical features of the part .</p> <p>PC4. co-ordinate the development of the vendor part, corresponding die or tool as per the timeline & milestones for the entire assembly.</p> <p>PC5. receive the samples at each milestone -stage(initial / fully tooled up / after PPAP) and co-ordinate with Quality Inspection / approval at site or after receipt.</p> <p>PC6. participate and contribute in line trials at vendor / organization-assembly so that PPAP is effective.</p> <p>PC7. collect the part inspection and testing report prepared by Quality department and understand record it for PPAP</p> <p>PC8. repeat the process from PC.4 to PC7. till the trials for the complete pilot batch quantity is complete</p> <p>PC9. decide an action plan in case of any discrepancies in QCD at any stage and co-ordinate its implementation.</p> <p>PC10. prepare a brief note / presentation on development status & or support required from top management for meeting the development milestones.</p>

ASC/N6201. Monitor the development of new parts and vendors

	<p>PC11. in coordination with Quality department , review the part/sub-assembly performance for the bulk batch quantity and inform the vendor in case of any deviations observed for QCD</p> <p>PC12. ensure that the countermeasures are implemented for deviations from vendors for any discrepancies in field performance due to the vendor part after analysis by standard methods followed in the organization viz 8D etc.</p> <p>PC13. discuss and negotiate the final cost and the sourced quantity for the new part/sub-assembly</p> <p>PC14. coordinate with colleagues in Materials/SCM department and update the BOM , approved vendor for the parts, price, delivery terms etc. i.e. the details pertaining to ordering by SCM in the ERP / other system as per organization-SOP.</p> <p>PC15. complete the handover protocol for the new vendor-part combination with SCM/ Production as per the SOP .</p>
Tools/fixtures/gauges development	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC16. understand the requirements for development of new tool/fixture/gauges by coordinating with R&D/ Quality department for modified/new parts dimension profile, specifications mentioned in their drawings</p> <p>PC17. float RFQs with approved vendors explaining the requirement for new tool and co-ordinate the development process on simultaneous Engineering basis & as per APQP guidelines</p> <p>PC18. co-ordinate the development as per PC3- PC15 for the Die-tool- Gauge parts.</p> <p>PC19. decide on support of an internal/ external expert for the activity at appropriate stages.</p> <p>PC20. seek support from senior management for resolution of major deviations</p>
Contract with new vendor	<p>To be competent, the user/individual on the job must be able to :</p> <p>PC21. identify potential vendors for new/existing parts by floating RFQs, referrals etc.</p> <p>PC22. based on the feedback of the vendors , accordingly arrange for audit of the new vendor through team and Quality department & coordination for approval through the process of one or all steps</p> <ul style="list-style-type: none"> • sample part dimension verification • validation of quality performance testing and • manufacturing process capacity & capability <p>PC23. based on acceptable audit score, negotiated unit price , draft a contract in coordination with vendor stating the projected annual quantity requirement , commercial terms, payment terms ,parts procurement methodology, tenure for contract , potential Y-O-Y cost savings for the organization (optional),intangible benefits, legal terms and conditions etc.</p> <p>PC24. obtain internal approvals as per organization SOP based on the report for the steps PC21-23 and record the vendor details for use by VD/ SCM team members.</p>
Knowledge and Understanding (K)	

ASC/N6201. Monitor the development of new parts and vendors

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. product portfolio of organization KA2. the manufacturing processes of organization KA3. list of approved vendors for all parts and sub-assemblies KA4. protocol for communication regarding parts/tool development followed in organization KA5. cost structure followed by organization KA6. contract negotiation methodology for the vendors followed by organization																
B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. manufacturing process being followed for each product KB2. vendor database for all the materials sourced by organization KB3. Special Purpose machines(SPM) used by manufacturing processes (if any) KA7. premium freight rates of vendors for emergency deliveries KB4. vendor environment : capacity, capability, cost structures, delivery time, reliability factors KB5. packing and transportation methods for each part and sub-assembly KB6. complete knowledge of MRP SAP tool for forecasting KB7. commercial terms finalization criteria for vendors followed by organization KB8. APQP procedures KB9. Multi activity project co-ordination/ Timelines' preparation KB10. documentation requirements for PPAP KB11. contract terms and conditions for vendors KB12. dimension validation and performance testing methods of Quality department KB13. checkpoints followed for vendor evaluation KB14. the complete knowledge of information flow for material scheduling in MRP tool of SAP KB15. information systems like SAP, ERP etc. KB16. procedures involved in import/ export of materials such as customs, duty structures, special packing requirements , dealing with freight agents , Custom House Agents (CHA) KB17. type of P.O.s and their raising methodology in ERP- SAP/ other system																
Skills (S) [Optional]																	
A. Core Skills/ Generic Skills	<table border="1" style="width: 100%;"> <tr> <th colspan="2">Communication skills</th></tr> <tr> <td colspan="2"> The user/ individual on the job needs to know and understand how to communicate with: </td></tr> <tr> <td>SB1.</td><td>the vendors for discrepancies observed in new parts/tool development</td></tr> <tr> <td>SB2.</td><td>Quality department for new parts/tool dimension validation and quality testing</td></tr> <tr> <td>SB3.</td><td>Purchase department for procurement of approved new parts</td></tr> <tr> <td>SB4.</td><td>transfer protocol with SCM</td></tr> <tr> <td>SB5.</td><td>conduct telecon / video conferences for long distance co-ordination with vendors (if required)</td></tr> <tr> <td>SB6.</td><td>team members for reviewing the progress of day to day activities</td></tr> </table>	Communication skills		The user/ individual on the job needs to know and understand how to communicate with:		SB1.	the vendors for discrepancies observed in new parts/tool development	SB2.	Quality department for new parts/tool dimension validation and quality testing	SB3.	Purchase department for procurement of approved new parts	SB4.	transfer protocol with SCM	SB5.	conduct telecon / video conferences for long distance co-ordination with vendors (if required)	SB6.	team members for reviewing the progress of day to day activities
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ASC/N6201. Monitor the development of new parts and vendors

B. Professional Skills	Teamwork and multitasking
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. coordinate with various departments and ensure requisite data availability for new parts development</p> <p>SB8. distribute workload among team members of each department for ensuring smooth progress of parts/tool development activity and within the desired timelines</p> <p>SB9. share operation knowledge with colleagues</p>
	Interpretation skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. understand the drawings for part/tool and interpret the key characteristics like dimensions, profile, material etc.</p> <p>SB2. decide the cost of the new part as per the costing structure followed by organization</p> <p>SB3. interpret the budget and financial reports of the organization</p> <p>SB4. read and interpret laws regarding import/ export</p> <p>SB5. calculate premium freight costs</p> <p>SB6. decide the commercial terms with new vendor</p> <p>SB7. analyze and devise countermeasures along with team , vendors (if applicable) for rejected parts/tools</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. prepare the fall back action plan in the environment of vendors, transport mechanisms and organizations capacity/ capability</p> <p>SB9. work on actions to be taken on immediate basis in case of part rejections during trials</p> <p>SB10. work on long term plans for the organization</p> <p>SB11. work on developing alternate vendors database for procurement of materials in case of crisis situations</p> <p>SB12. work on employing third party logistics providers in event of cost reduction for logistics activity</p> <p>SB13. use escalation procedures</p>
	Critical thinking
	<p>The user/individual on the job needs to know how to:</p> <p>SB14. identify problems (technical and non-technical), disruptions and delays</p> <p>SB15. Keep abreast of special events such as holidays/ work calendars / maintenance shutdowns of vendors & organization and plan accordingly so that the final schedules are adhered to</p>

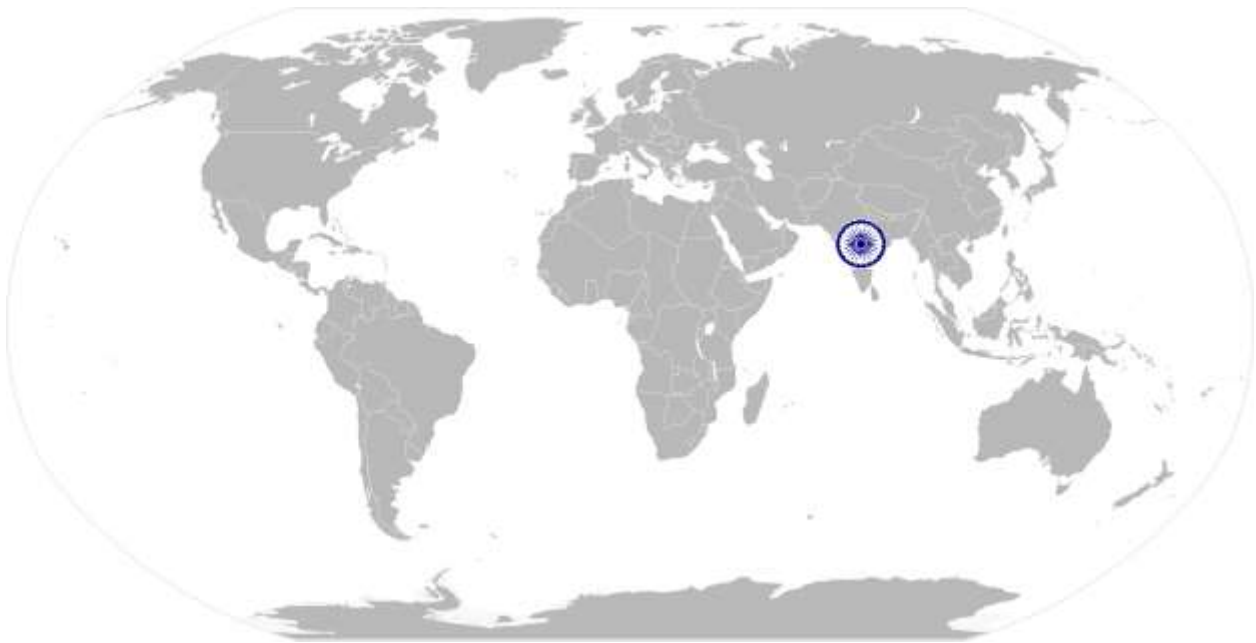
NOS Version Control

ASC/N6201. Monitor the development of new parts and vendors

NOS Code	ASC/N6201		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/08/13
Industry Sub-sector	Supply Chain Management	Last reviewed on	27/08/13
Occupation	Vendor Development	Next review date	30/07/15

ASC/N6202. Evaluate and qualify existing and new vendors

National Occupational Standards



Overview

This unit is about evaluation and assessment of existing and new vendors for technical, commercial and capacity competencies.

ASC/N6202. Evaluate and qualify existing and new vendors

National Occupational Standard

Unit Code	ASC/N6202
Unit Title (Task)	Evaluate and qualify existing and new vendors
Description	This OS unit is about the vendor development manager ensuring evaluation and assessment of the manufacturing facilities of the existing and new vendors in coordination with Quality department for assessing their technical , capacity and commercial capabilities
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> auditing procedure for vendors updating the vendor rating based on the audit
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Auditing procedure	<p>To be competent , the user/individual on the job must be able to coordinate with team and Quality department for auditing the vendor's facility as per the schedule for the following checkpoints :</p> <p>PC1. Quality :</p> <ul style="list-style-type: none"> quality management Structure followed (TS16949) quality assurance through process capability and control (MSA,SPC) quality performance levels being followed by vendor for organization work instructions display at shop floor Corrective Action and Preventive Action (CAPA) methodology change management procedures APQP guidelines implementation for new product development Tier-2 supplier selection and management customer specifications communication method to Tier -2 suppliers tooling management system followed testing and inspection equipments process and product audit schedule and methodology rework capabilities on-site and methodology followed identification and traceability procedures record retention TPM system implementation (Total Preventive Maintenance) Evidence of 5S or similar improvement activities on shop floor Health and Safety Policy <p>PC2. Cost :</p> <ul style="list-style-type: none"> dedicated team for cost improvement costing methodology

ASC/N6202. Evaluate and qualify existing and new vendors

	<ul style="list-style-type: none"> • quotation development technique (RFQs response) • accountability for cost of poor quality for customer • warranty agreements • public subsidies or financial support • leveraging Tier-2 suppliers for cost and delivery • cost improvement through lean manufacturing • commodity hedging and price fluctuations • strategic sourcing plans include make/buy studies • investment plans • global sourcing opportunities • currency risk and its effect on material costs <p>PC3. Logistics/Delivery:</p> <ul style="list-style-type: none"> • depth of Electronic Data Interchange (EDI) capabilities • customer's logistic documentation • process for ordering/receiving/tracking material • service delivery levels • process for identification & management of NPD programs • service delivery levels management for Tier-2 suppliers • competency in system to adapt to market fluctuations • projects for maximizing value addition and minimizing waste reduction • packaging methodology • process for delivering customer service parts • understanding of charge-back process
Updating vendor rating	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC4. update the rating corresponding to each checkpoint as per the organization procedure i.e. 5-point scale , RYG etc.</p> <p>PC5. based on the status for all checkpoints , arrive at the composite score</p> <p>PC6. as per the composite score , upgrade or downgrade the rating of supplier through SRM module of SAP</p> <p>PC7. in case of very low rating , identify & co-ordinate countermeasures from vendor and ensure re-audit of the vendor</p> <p>PC8. present findings of vendor audits to top management team members and recommend/ take appropriate actions .</p> <p>PC9. update the records for the audited vendor in ERP-SAP/ system followed</p> <p>PC10. re-audit the vendor as per the schedule</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. auditing methodology used for vendor evaluation in organization</p> <p>KA2. policies and procedures followed by vendors for HSE</p> <p>KA3. procedure and protocol for annulment of a contract with vendor</p>

ASC/N6202. Evaluate and qualify existing and new vendors

organization and its processes)	KA4. Tier-2 supplier base for the vendors' organization
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. checklist for vendor audit</p> <p>KB2. APQP and TS 16949 guidelines</p> <p>KB3. composite score calculation technique</p> <p>KB4. method of updating vendor ratings in SAP</p> <p>KB5. vendors organization details retrieval methods from SAP</p> <p>KB6. information flow for updating vendor's records</p> <p>KB7. information systems like SAP , ERP etc.</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. communicate with team members for getting the progress for audit of each vendor</p> <p>SA2. conduct telecon / video conferences for discussion on countermeasures implementation if necessary with vendors</p> <p>SA3. communicate to the concerned departments about annulment of a vendor contract (if applicable)</p>
	Teamwork and multitasking
	<p>SA4. distribute workload among team members for performing each vendor's audit in an efficient and timely manner</p> <p>SA5. share operation knowledge with colleagues</p>
	Presentation skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. present in front of the top management in the status of business with the poorly rated vendors and seek approval for closure</p>
B. Professional Skills	Interpretation skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. understand the documentation done by vendor complying to TS 16949 and APQP guidelines (as applicable)</p> <p>SB2. understand the data being mentioned in MIS tool of SAP for material rejections and use it accordingly for rating vendors</p> <p>SB3. interpret the financial reports of the vendors' organization</p>
	Critical thinking
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. problems (technical and non-technical), disruptions and delays</p> <p>SB2. escalation procedures</p> <p>SB3. to work with a fall back action plan in the event of any issue</p> <p>SB4. to think of new and effective methods to keep a check on the vendor performance through SAP</p>

ASC/N6202. Evaluate and qualify existing and new vendors

	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB5. decide and annul a contract with vendor in case of a serious issue/conflict of interest/
	SB6. solve the legal/taxation/organizational conflicts/HSE compliances of vendors and seek support from top management , if required
	SB7. in case of any field failure/warranty issue arising due to malfunctioning of vendor supplied part, accordingly include it in the audit and decide the rating for the vendor

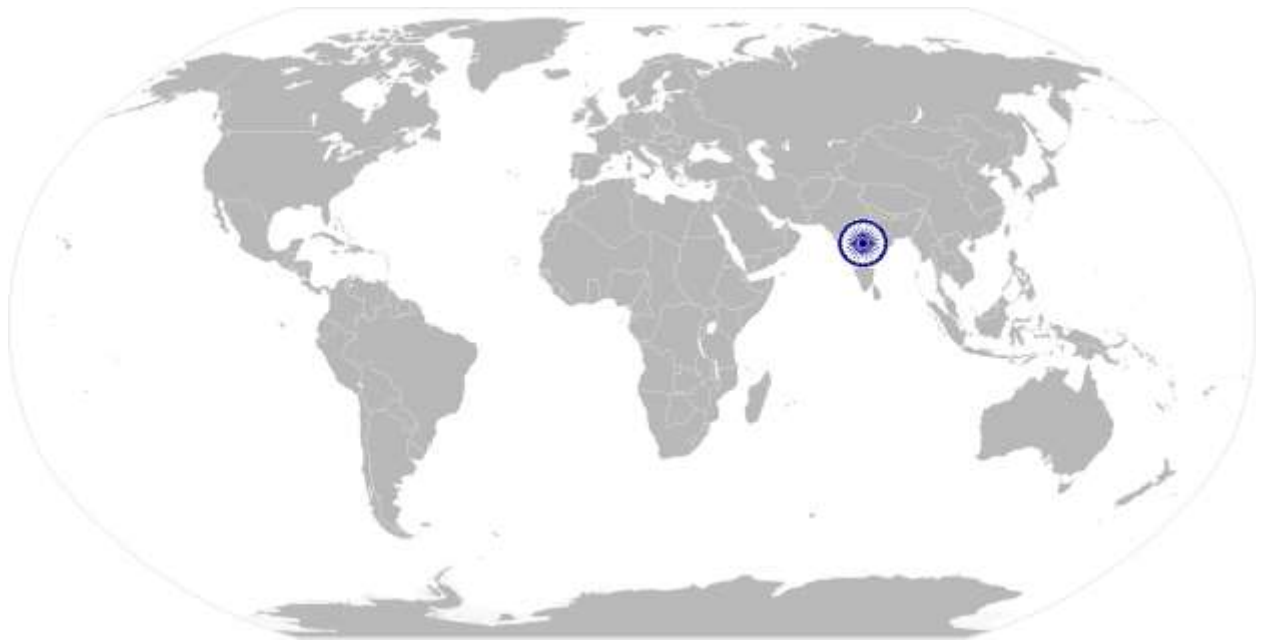
ASC/N6202. Evaluate and qualify existing and new vendors

NOS Version Control

NOS Code	ASC/N6202		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/08/13
Industry Sub-sector	Supply Chain Management	Last reviewed on	23/08/13
Occupation	Vendor Development	Next review date	30/07/15

ASC/N0002. Work effectively in a team

National Occupational Standards



Overview

This unit is about working effectively with colleagues, either in own work group or in other work groups within organisation.

ASC/N0002. Work effectively in a team

National Occupational Standard

Unit Code	ASC/ N 0002
Unit Title (Task)	Work effectively in a team
Description	This NOS unit is about working effectively within a team, either in individual's own work group or in other work groups outside the organisation.
Scope	<p>This unit/task covers the following:</p> <p>Colleagues:</p> <ul style="list-style-type: none"> • Superiors • Members of own work group • People in other work groups within or outside the organisation <p>Communicate:</p> <ul style="list-style-type: none"> • Face-to-face • By telephone • In writing
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
A. Compulsory	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Maintain clear communication with colleagues</p> <p>PC2. Work with colleagues</p> <p>PC3. Pass on information to colleagues in line with organisational requirements</p> <p>PC4. Work in ways that show respect for colleagues</p> <p>PC5. Carry out commitments made to colleagues</p> <p>PC6. Let colleagues know in good time if cannot carry out commitments, explaining the reasons</p> <p>PC7. Identify problems in working with colleagues and take the initiative to solve these problems</p> <p>PC8. Follow the organisation's policies and procedures for working with colleagues</p> <p>PC9. Ability to share resources with other members as per priority of tasks</p>
B. Optional	N.A.
Knowledge and Understanding (K)w.r.t. the scope	
Element	Knowledge and Understanding
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisation's policies and procedures for working with colleagues, role and responsibilities in relation to this</p> <p>KA2. The importance of effective communication and establishing good working relationships with colleagues</p>

ASC/N0002. Work effectively in a team

	<p>KA3. Different methods of communication and the circumstances in which it is appropriate to use these</p> <p>KA4. The importance of creating an environment of trust and mutual respect</p> <p>KA5. The implications of own work on the work and schedule of others</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of information that colleagues might need and the importance of providing this information when it is required</p> <p>KB2. The importance of helping colleagues with problems, in order to meet quality and time standards as a team</p>
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. Complete written work with attention to detail
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2. Read instructions, guidelines/procedures
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA3. Listen effectively and orally communicate information
	SA4. Ask for clarification and advice from the concerned person
	Decision Making
	The user/individual on the job needs to know and understand how to:
B. Professional Skills	SB1. Make decisions on a suitable course of action or response keeping in view resource utilization while meeting commitments
	Plan and Organise
	The user/individual on the job needs to know and understand how to:
	SB2. Plan and organise work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
B. Professional Skills	SB3. Check that the work meets customer requirements
	SB4. Deliver consistent and reliable service to customers
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB5. Apply problem solving approaches in different situations
	Critical Thinking



ASC/N0002. Work effectively in a team

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Apply balanced judgments to different situations</p>
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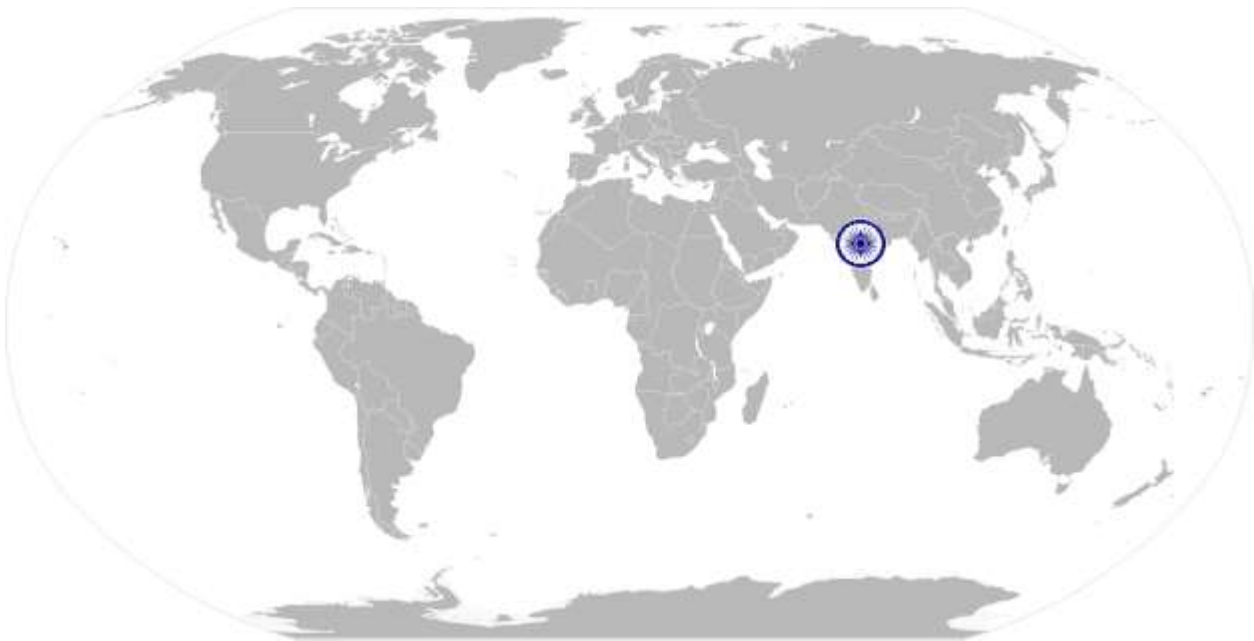
ASC/N0002. Work effectively in a team

NOS Version Control

NOS Code	ASC/ N 0002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/08/13
Industry Sub-sector	Supply Chain Management	Last reviewed on	23/08/13
Occupation	Vendor Development	Next review date	30/07/15

ASC/N0006 Maintain a safe, clean and secure working environment

National Occupational Standards



Overview

This unit is about establishing a Safe, Healthy and Environment friendly workplace at the organization and vendor's shop floor

ASC/N0006 Maintain a safe, clean and secure working environment

National Occupational Standard	Unit Code	ASC/N0006
	Unit Title (Task)	Maintain a healthy , safe and secure working environment
	Description	This OS unit is about creating a Safe and Healthy work place, adhering to the safety guidelines in the working area of the organization and vendor's shop floor, following practices which are not impacting the environment in a negative manner
	Scope	<p>This unit/task covers the following:</p> <p>Types of processes:</p> <ul style="list-style-type: none"> • Vendor organization • Production Planning and Control <p>Types of products</p> <ul style="list-style-type: none"> • individual child parts • part assemblies
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Identify and report the risks identified	<p>To be competent , the user/individual on the job must be able to :</p> <p>PC1. identify activities which can cause potential injury through sharp objects, burns, fall, electricity, gas leakages, radiation, poisonous fumes, chemicals ,loud noise</p> <p>PC2. inform the concerned authorities about the potential risks identified in the processes, workplace area/ layout, materials used etc</p> <p>PC3. inform the concerned authorities about damages which can potentially harm man/ machine during operations</p> <p>PC4. create awareness amongst other by sharing information on the identified risks</p>
	Create and sustain a Safe, clean and environment friendly work place	<p>PC5. follow the instructions given on the equipment manual describing the operating process of the equipments</p> <p>PC6. follow the Safety, Health and Environment related practices developed by the organization</p> <p>PC7. operate the machine using the recommended Persona Protective Equipments (PPE)</p> <p>PC8. maintain a clean and safe working environment near the work place and ensure there is no spillage of chemicals, production waste, oil, solvents etc</p> <p>PC9. maintain high standards of personal hygiene at the work place</p> <p>PC10. ensure that the waste disposal takes place in the designated</p>

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	<p>area as per organization SOP</p> <p>PC11. inform appropriately the medical officer/ HR in case of self or an employee's illness of contagious nature so that preventive actions can be planned for others</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant standards, procedures and policies related to Health, Safety and Environment followed in the company</p>
A. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. basic knowledge of Safety procedures(fire fighting, first aid) within the organization</p> <p>KB2. basic knowledge of various types of PPEs and their usage</p> <p>KB3. basic knowledge of risks associated with each occupation in the organization</p> <p>KB4. knowledge of personal hygiene and how an individual can contribute towards creating a highly safe and clean working environment</p>
Skills (S) w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write basic level notes and observations</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read safety instructions put up across the plant premises</p> <p>SA3. read safety precautions mentioned in equipment manuals and panels to understand the potential risks associate with the equipment</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. effectively communicate information to team members and Inform employees in the plant and concerned functions about potentials Safety, Health and Environment related risks observed</p> <p>SA5. question operator/ supervisor in order to understand the safety related issues</p> <p>SA6. attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs</p>
B. Professional Skills	Judgmental Thinking

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	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. use common sense and make judgments during day to day basis</p> <p>SB2. use reasoning skills to identify and resolve basic problems</p>
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NOS Version Control

NOS Code	ASC/N0006		
Credits(NSQF)	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/08/13
Industry Sub-sector	Supply Chain Management	Last reviewed on	23/08/13
Occupation	Vendor Development	Next review date	30/07/15

ASC/N0022 Ensure implementation of 5 S activities at the workplace and office area

National Occupational Standard

Overview

This unit is about the implementing the various principles of 5S and ensure that the given guidelines are followed to ensure a clean and efficient working environment in the organization

ASC/N0022 Ensure implementation of 5 S activities at the workplace and office area

Unit Code	ASC/N0022
Unit Title (Task)	Ensure implementation of 5S activities at the shop floor & the office area
Description	This NOS is about overseeing the implementation of all 5 S activities both at the shop floor and the office area by the team members and training the team in implementation of the 5S principles
Scope	<p>The individual needs to</p> <ul style="list-style-type: none"> Ensure sorting, streamlining/ organizing, storage and documentation, systematic cleaning, standardization and sustenance across the plant and office premises of the organization as given in the organization guidelines
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure proper sorting of items at the work place	<p>PC1. Ensure all recyclable materials are put in designated containers</p> <p>PC2. Ensure no Tools, fixtures & jigs are lying on workstations unless in use and no un-necessary items is lying on workbenches or work surfaces unless in use</p> <p>PC3. Ensure that the operators and other team members are segregating the waste in hazardous/ Non Hazardous waste as per the sorting work instructions</p> <p>PC4. Ensure that all the operators are following the technique of waste disposal and waste storage in the designated bins</p> <p>PC5. Segregate the items which are labelled at red tag items for the process area and keep them in the correct places</p> <p>PC6. Ensure that all the tools/ equipment/ fasteners/ spare parts are arranged as per specifications/ utility into proper trays, cabinets, lockers as mentioned in the 5S guidelines/ work instructions</p> <p>PC7. Check for return of any type of extra material and tools to the designated sections and make sure that no additional material/ tool is lying near the work area</p> <p>PC8. Oversee removal of unnecessary equipment, storage, furniture, unneeded inventory, supplies, parts and material</p> <p>PC9. Ensure that areas of material storage areas are not overflowing</p> <p>PC10. Ensure proper stacking and storage of the various types of boxes and containers as per the size/ utility to avoid any fall of items/ breakage and also enable easy sorting when required</p>
Ensure proper documentation and storage – streamlining & organizing the workplace	<p>PC11. Ensure that the team follows the given instructions and checks for labelling of fluids, oils. lubricants, solvents, chemicals etc. and proper storage of the same to avoid spillage, leakage, fire etc.</p> <p>PC12. Make sure that all material and tools are stored in the designated</p>

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	<p>places and in the manner indicated in the 5S instructions</p> <p>PC13. Ensure that organizing the workplace takes place with due considerations to the principles of wasted motions, ergonomics, work & method study .</p>
Ensure cleaning of self and the work place	<p>PC14. Ensure that the area has floors swept, machinery clean and is generally neat and tidy. In case of cleaning, ensure that correct displays are maintained on the floor which indicate potential safety hazards</p> <p>PC15. Ensure workbenches and work surfaces are clean and in good condition</p> <p>PC16. Ensure adherence to the cleaning schedule for the lighting system to ensure proper illumination</p> <p>PC17. Ensure self-cleanliness - clean uniform, clean shoes, clean gloves, clean helmets, personal hygiene</p>
Ensure standardization	<p>PC18. Ensure that daily cleaning standards and schedules to create a clean working environment are followed across the plant</p> <p>PC19. Oversee that various cleaning and organizing tasks have been developed and assigned for the work area</p> <p>PC20. Ensure logical and user friendly documentation and file management for all activities across the plant and create guidelines around standardization of processes</p> <p>PC21. Ensure timely creation and sharing of the 5S checklists</p> <p>PC22. Ensure that the 5S manual are available as per the timelines</p>
Ensure sustenance	<p>PC23. Ensure team cooperation during the audit of 5 S activities</p> <p>PC24. Ensure that workmen are periodically trained to address challenges related to 5S</p> <p>PC25. Participate actively in employee work groups on 5S and encourage team members for active participation</p> <p>PC26. Oversee that the staff/operators are trained and fully understand 5s procedures</p> <p>PC27. Ensure that all the guidelines for What to do and What not to do to build sustainability in 5S are mentioned in the 5S check lists/ work instructions and are easily searchable</p> <p>PC28. Ensure continuous training of the team members on 5S in order to increase their awareness and support implementation</p> <p>PC29. Ensure that all visual controls, notice boards, symbols etc. at the manufacturing place are created, working and are put up as per the requirement</p>
Knowledge and Understanding (K) w.r.t. the scope	
Element	Knowledge and Understanding

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A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant standards, procedures and policies related to 5S followed in the company
B. Technical Knowledge	The user/individual on the job needs to : KB5. have basic knowledge of 5S procedures KB6. know various types 5s practices followed in various areas KB7. understand the 5S checklists provided in the department/ team KB8. have skills to identify useful & non useful items KB9. have knowledge of labels , signs & colours used as indicators KB10. Have knowledge on how to sort and store various types of tools, equipment, material etc. KB11. know , how to identify various types of waste products KB12. understand the impact of waste/ dirt/ dust/unwanted substances on the process/ environment/ machinery/ human body KB13. have knowledge of best and environment protective ways of cleaning & waste disposal KB14. understand the importance of standardization in processes KB15. understand the importance of sustainability in 5S KB16. have knowledge of TQM process KB17. have knowledge of various materials and storage norms KB18. understand visual controls, symbols, graphs etc.
Skills (S)w.r.t. the scope	
Element	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA7. write basic level notes and observations SA8. note down observations (if any) related to the process SA9. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA10. read 5S instructions put up across the plant premises
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA11. effectively communicate information to team members inform employees in the plant and concerned functions about 5S SA12. question the process head in order to understand the 5S related issues

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	SA13. attentively listen with full attention and comprehend the information given by the speaker during 5S training programs
B. Professional Skills	Judgmental Thinking
	The user/individual on the job needs to know and understand how to: SB3. use common sense and make judgments during day to day basis SB4. use reasoning skills to identify and resolve basic problems using 5S
	Persuasion
	The user/ individual on the jobs needs to know and understand how to: SB5. persuade team members to follow 5 S SB6. ensure that the team members understand the importance of using 5 S tool
	Creativity
	The user/individual on the job needs to know and understand how to : SB7. use innovative skills to perform and manage 5 S activities at the work desk and the shop floor SB8. exhibit inquisitive behaviour to seek feedback and question on the existing set patterns of work emerge, techniques in CA/CI around 5 S work practices
	Self -Discipline
	The user/individual on the job needs to know and understand how to: SB9. do what is right, not what is a popular practice SB10. follow shop floor rules& regulations and avoid deviations SB11. lead by example in the plant premises while performing activities related to 5S SB12. ensure self-cleanliness on a daily basis SB13. demonstrate the will to keep the work area in a clean and orderly manner
	Ownership
	The user/individual on the job needs to know and understand how to: SB14. accept additional responsibility for self and the team SB15. encourage self and other to take greater responsibilities for managing 5S SB16. identify obstacles and bottlenecks in the process and find basic level solutions for removing these obstacles
	Decision making

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NOS Code	ASC/N0022		
Credits(NSQF)	TBD	Version number	1
Industry	Automotive	Drafted on	1/03/2014
Industry Sub-sector	Manufacturing/ R&D	Last reviewed on	15/03/2014
Occupation	All	Next review date	15/03/2016
	The user/individual on the job needs to know and understand how to: SB17. use previous experience in resolving problems and taking decisions SB18. make timely and independent decisions on the line/ shift within the boundaries of the delegation matrix of the organization		

NOS Version Control